

BUILDING PLAN EXAMINER I

Please Note: This position is provisional all applicants must meet the following requirements.

- A Nassau County Resident
- Must take the Civil Service Examination when next offered and;
- score high enough to be reachable on the established list.

GENERAL STATEMENT OF DUTIES

Examines building plans to ensure compliance with pertinent codes, laws, and ordinances; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is technical and requires the use of independent judgment in examining building plans and specifications to determine compliance with building, zoning, safety, and other regulations. The work is reviewed by a superior for accuracy and completeness.

TYPICAL DUTIES

1. Examines residential, commercial, and industrial building plans to determine conformance to structural and zoning requirements.
2. Processes applications for building permits to ensure completeness, accuracy, and conformance to regulatory requirements.
3. Reviews records and reports of building and property inspections in order to determine fitness of completed construction for designated use and occupancy in accordance with legal requirements.
4. Confers with builders, architects, and others to explain and interpret building and zoning requirements.
5. Suggests changes and modifications in plans and specifications to achieve compliance with pertinent laws, codes, and ordinances.
6. Inspects property survey reports and may make soil tests to evaluate suitability of proposed sites for building constructions.
7. Maintains records and prepares activity reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of building and zoning codes, laws, and ordinances.
2. Considerable knowledge of residential, commercial, and industrial building construction methods and practices.
3. Ability to analyze and interpret building plans, specifications, inspection reports, and provisions of codes, laws, and ordinances.
4. Ability to establish and maintain effective working relationships.
5. Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of experience in building construction, including one year examining building plans and specifications to ensure compliance with applicable laws, codes, and ordinances.

To Apply: Send Resume in MS Word or PDF to Careers@northhempsteadny.gov

